

## Annexure F (i)

### Unilateral changes to agreement

Reference number: 21/3/1/.....

| Relevant questions to be completed by the:   | <b>Complainant (Tenant / Landlord)</b><br>Name: ..... | <b>Respondent (Tenant / Landlord)</b><br>Name: ..... |
|--|---|--|
| I declare myself willing to have the dispute resolved through facilitation by the Tribunal, as a first attempt to have the dispute resolved (Circle your answer) | Yes / No  | Yes / No   |
| <b>1. Managing Agent</b>   |   |  |
| 1.1. Is an agent managing the property for the owner?  |   |  |
| 1.2. Name of Agency  |   |  |
| 1.3. Name of the Principle of the Agency   |   |  |
| 1.4. Name of Agent   |   |  |
| 1.5. Does a written mandate exist?   |   |  |
| 1.6. Please attach copy of mandate   |   |  |
| 1.7. If no written mandate exists - what were the terms of the verbal mandate according to the agent?  |   |  |
| 1.8. If no written mandate exists - what were the terms of the verbal mandate according to the landlord?   |   |  |

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|--|--|--|
| <b><u>2. Lease Agreement</u></b>   |  |  |
| 2.1. Please attach copy of lease agreement   |  |  |
| 2.2. Date property was occupied by tenant  |  |  |
| 2.3. If no lease agreement was signed, what were the original terms of the verbal agreement agreed upon in terms of:<br>2.3.1. Rental period<br>2.3.2. Rental amount<br>2.3.3. Increase date and amount<br>2.3.4. Deposit amount<br>2.3.5. Deposit increase and date of increase<br>2.3.6. Maintenance responsibilities etc. |  |  |
| 2.4. Which terms of the original agreement were changed by the landlord / tenant?<br>(Refer to the specific clause if the lease is in writing)   |  |  |
| 2.5. What are the reasons for changing the terms of the agreement?   |  |  |
| 2.6. What would be a reasonable solution in order to resolve the dispute?  |  |  |
| <b><u>3. General</u></b>   |  |  |